

Freedom of Information

Information available from Swavesey Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Documents can be inspected in person by appointment. Photocopies will be charged as detailed. Website information is available free of charge and updated regularly	
Who's who on the Council and its Committees	Website	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Meridian Magazine	FOC FOC
Location of main Council office and accessibility details	Website	FOC
Staffing structure	Website	FOC
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	FOC
Finalised budget	Website	FOC
Precept	Website	FOC
Borrowing Approval letter	Hardcopy – contact Clerk	5p/sheet
Financial Standing Orders and Regulations	Website	FOC
Grants given and received	Website (Annual Report)	FOC

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	FOC
Quality status	Website	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	FOC
Agendas of meetings (as above)	Website	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	FOC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	PDF or hardcopy – contact Clerk	5p/sheet
Responses to consultation papers	Hardcopy – contact Clerk	5p/sheet
Responses to planning applications	Hardcopy – contact Clerk	5p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (within Financial Regulations) Code of Conduct	Where adopted, all are available as a PDF or hardcopy – contact Clerk Website Website Website Website	5p/sheet FOC FOC FOC FOC

Policies and procedures for the provision of services and about the employment of staff: Disciplinary Procedure Grievance Procedure Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Where adopted, all are available as a PDF or hardcopy – contact Clerk Website Website	5p/sheet FOC FOC
Schedule of charges (for the publication of information)	Website	FOC
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hardcopy – contact Clerk	View only
Assets Register	Hardcopy – contact Clerk	5p/sheet
Register of members' interests	Website	FOC
Register of gifts and hospitality – within individual registers of interests	Website	FOC
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website	FOC
Detailed within Work & Role of Parish Council leaflet: Playing fields and recreational facilities Seating, litter bins, memorials and lighting Bus shelters	Website	FOC
Agency agreements (Highway verge cutting; Parish Paths Partnership)	Hardcopy – contact Clerk	5p/sheet
Additional Information		
No other items listed		

Contact details:

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www.swavesey.org.uk

Review of Policy

This Policy was approved by Swavesey Parish Council at its meeting on 27th October 2008 and will be reviewed annually at the AGM.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Parish Office to ensure that the information they require is still available.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None made	In accordance with the relevant legislation (quote the actual statute)
Other	No other items	

* the actual cost incurred by the public authority